

## Church Record Retention

◆	TITHE ENVELOPES	UNTIL AUDITED (destroyed as soon as audit report received)
◆	TITHE RECEIPTS	6 YEARS
◆	BANK STATEMENTS	6 YEARS
◆	DEPOSIT SLIPS	6 YEARS
◆	CHECKS	6 YEARS
◆	INVOICES	6 YEARS
◆	CHURCH LEDGER	PERMANENT
◆	SCHOOL RECORD BOOK .....	6 YEARS
◆	CLERK'S RECORD BOOK	PERMANENT
◆	LEGAL DOCUMENTS .....	PERMANENT (IN LOCK BOX)
◆	MINUTES OF MEETINGS	PERMANENT